## Approved For Release 2000/08/18: CIA-RDP85-00869R000100120033-5 25X1A OFFICE OF THE CHIEF Provides executive and administrative decisions for the Section. Coordinates all' laws and regulations applicable to the vouchered financial operations of the agency; Handles special financial problems. PAYROLL & LEAVE MISCELLANEOUS CLAIMS ACCOUNTS TRAVEL Prepares and audits payrolls; Maintains allotment and Performs the audit on all Processes travel vouchers, effects salary payments. distribution ledgers relative miscellaneous claims with travel authorizations, adto expenditures and receipts. respect to validity and cor-Maintains leave records. vances and transportation Prepares periodic reports Records and reports all rectness. requests and vouchers appli-Corresponds with claimants retirement, bond and income on expenditures and obligacable to agency travelers. tax deductions. incident to the reconcilia-Audits claims of other tions. tion and verification of Processes financial ar-Processes all bills, colagencies for reimbursement rangements relative to for travel performed on behalf of this agency. lections, adjustments and transfer and counter records. overseas personnel and audits warrants. all living and quarters FISCAL PROCESSING DISBURSING OFFICE Effects all payments on behalf of the agency Coordinates flow of incoming work and performs service functions for the Section. by check or cash resulting in direct charges Maintains files and records of all Fiscal against agency funds. Section documents. Maintains cash control ledgers and books for 25X1A reporting and reconciliation with accounts covering special and regular fund disbursements. Effects transfers of cash to special officers.